

Guidelines for Education Resource Fund Grants

1. PURPOSE

Consistent with its role in supporting infection prevention and control education and training, PICNet has established an “Education Resource Fund”. The purpose of this fund is to provide educational grants to members of PICNet’s community of practice (COP), consisting of all health care professionals in the province involved in infection prevention and control. Members of PICNet’s COP may apply to receive up to \$1,000 annually to support their attendance at a conference/meeting or other educational activity of their choice. The amount awarded to any individual applicant will be determined by the selection committee.

2. GUIDELINES

- 2.1 Any member of PICNet’s COP may apply for an educational grant through the PICNet Education Resource Fund. Applications for the funding will be received and reviewed annually. Applicants may only submit one application per calendar year.
- 2.2 Applications for funding must be submitted to the PICNet Management Office by the end of the day **January 31, 2012**. Applications may be submitted by email (picnet@phsa.ca) or facsimile (604-707-2649).
- 2.3 All applications will be reviewed by a selection committee of three (3) members from the PICNet Advisory Committee. Any Advisory Committee member who submits an application for funding will be excluded from the selection committee. A maximum of \$1,000 will be awarded annually to any one recipient and must be used within the following fiscal year. Recipients of funding will be chosen by the selection committee based on judging criteria below.
- 2.4 Applicants are required to detail their service to PICNet on their application but are not discouraged from applying if they have not participated in PICNet projects or initiatives.
- 2.5 Applicants are required to provide a rationale for their application and intended use of the funds. Funds may be used to cover registration/tuition, travel, accommodation and a maximum per diem of \$50 for meals and incidentals.
- 2.6 The selection committee reserves the right to award any portion of the allotted funds in any one year, or none, based on the applications received. Applicants will be notified by March 1st, any year if their application is granted funds.

- 2.7 Reimbursement of expenses will be arranged by the PICNet Management Office (PMO). If an application is approved, reimbursement (not to exceed \$1000) will be made to each successful applicant upon receipt of a statement of expenses incurred. Original and eligible expense receipts must be submitted to the PMO by February 28, 2013.
- 2.8 All records of funding requests and awards will be kept by the PMO.
- 2.9 Any disputes related to financial assistance should be presented in writing to the PICNet Advisory Committee. The Advisory Committee will investigate the dispute and will issue a full and final decision relating to such a dispute. The decision of the Advisory Committee will be binding on the parties to the dispute.

3 JUDGING CRITERIA

- 3.1 Applications must be completed in full. Any application forms submitted that are incomplete will be disqualified.
- 3.2 Geographical location of applicants may be considered.
- 3.3 Years of experience in infection prevention and control will be considered.
- 3.4 Applicants will be evaluated based on their service to PICNet. As the members of the Advisory Committee may not be aware of different individual's actual participation, members of the PMO will independently evaluate each application.
- 3.5 The education opportunity, its potential benefit to and impact on the applicant's practice will be evaluated.
- 3.6 Access to other funds and whether previous funds from PICNet have been received will be evaluated.